



EMPLOYMENT OPPORTUNITY

1. RPA #	032-CCFC
ANALYST'S INITIALS	KR
DATE	06/07/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Research Program Specialist I	3. POSITION NUMBER 319-001-5742-900	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Research and Evaluation Division	9. LOCATION (CITY or COUNTY) Sacramento		13. MONTHLY SALARY \$4516 TO \$5489	
8. SEND APPLICATION TO: CA Children & Families Commission 501 J Street, Suite 530 Sacramento, CA 95814	10. WORKING HOURS 8am to 5 pm			
	11. PUBLIC PHONE NUMBER (916) 327-8114			
ATTN: Gretchen Williams		12. CALNET NUMBER (8)	14. FILE BY 6/20/06	

Under general direction of the Deputy Director for Research and Evaluation and in accordance with First 5 California Children and Families Commission Act and Proposition 10 evaluation guidelines, incumbent will independently design, implement, and manage research and/or evaluation of First 5 California programs and projects relating to school readiness and well-being of California's youngest children. Duties will also include data analysis, research reports and briefings, presentations, working with County First 5 Commissions and public and private institutions/agencies. Incumbent will also develop and oversee related research and evaluation contracts and contractors.

ESSENTIAL FUNCTIONS

In accordance with First 5 California Children and Families Commission (CCFC) Act and Proposition 10, incumbent performs the following functions:

- Independently manage research projects by measuring and collecting data related to school readiness, including the statewide data collection and evaluation, Preschool for All Initiative, Special Needs Initiative, and parent/family health and social service programs to further the goals, objectives and strategies described in the First 5 Strategic Plan using research methodology and MS Office applications.
- Develop and oversee a variety of research and evaluation contracts for research and evaluation activities to ensure compliance with First 5 standards for contract development, processing and evaluation utilizing the State contract manual and management guidelines. Contracts may include interagency agreements, memorandums of understanding (MOUs), or standard contracts resulting from a competitive bidding process.
- Analyze and interpret data from a variety of sources to further First 5 California strategic planning activities and measure First 5 California progress toward reaching its goals utilizing statistical software and Microsoft Excel. Analysis may range from creating cross tabulation tables to conducting more rigorous statistical analysis such as regression, factor, logit and probability analysis.
- Create, edit and present complex research reports and briefings on research and evaluation activities of First 5 California using Microsoft Word and PowerPoint. Incumbent will also advise and make recommendations to Commission management and staff, legislative bodies, other governmental agencies, and interested groups related to research and evaluation using research methodology and applying First 5 California Commission and program knowledge in order to inform and educate on First 5 funded projects and research.
- Plan, design and conduct surveys using the latest survey methodology and design, sample size estimation, imputation of missing data, weighting schemes, and employing original research techniques to gather and analyze data in support of First 5 funded projects and research.
- Review all proposals submitted to or prepared for the Commission regarding evaluation efforts to determine and advise Commissioners, management and staff on the appropriateness, feasibility, and effectiveness of the proposal and on its consistency with Commission guidelines, goals and objectives, using expertise in the areas of research design, deliverables, costs and timeframes.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Advanced research methods and techniques; statistical procedures; survey methods and analytical techniques.

Ability to: Establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively to individuals and groups; prepare and present effective research and statistical reports.

DESIRABLE QUALIFICATIONS

- Proficiency in Microsoft Access, Word, Excel, and PowerPoint.
- Excellent written and verbal communication, and organization skills.
- Expertise in research methodology, methods and techniques, and statistical software (SPSS).
- Knowledge of early child development.
- Knowledge of program evaluation principles, concepts and terminology.
- Understanding of principles of public administration, organization and management.
- In-depth knowledge of Commission policies and procedures.
- Ability to reason logically and creatively, develop effective solutions, and make recommendations.
- Ability to gather, compile, analyze and interpret information and data.
- Ability to design and implement research related projects.

SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated ability to act independently and as a team member; initiative; flexibility; and tact.
- Ability to perform well under the pressure of time-sensitive, high priority projects.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to use computer.
- Ability to express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.
- Understand and use information that may be presented in a variety of formats, such as text, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.
- Function effectively under demanding and competing deadlines.
- Occasionally bend, lift, and move file boxes, and other items weighing up to 15 pounds.
- Willingness to travel on occasion by car, bus, train or airplane.

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to Commissions' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.